

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A*

## C-A OPERATIONS PROCEDURES MANUAL

### 14.7.1 Operational Control Form for Staff (Tech) Shops

Text Pages 2 through 3

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: Signature on File \_\_\_\_\_  
 Collider-Accelerator Department Chairman      Date

M. Van Essendelft

# BNL ENVIRONMENTAL MANAGEMENT SYSTEM

## OPERATIONAL CONTROLS FORM

<b>Operational Control for Significant Environmental Aspects</b>  <p style="text-align: center;"><b>AGS-011-SSO</b></p>	<b>Completed By: M. Van Essendelft</b> <b>Date: April 18, 2006</b>
<b>1. Operation(s):</b> Staff Shop Operations (machining, metal cleaning, electroplating)	
<b>2. Activity(ies):</b> <ul style="list-style-type: none"> <li>Industrial waste generation</li> <li>Atmospheric discharges (Operation of Bldg 922 vacuum exhaust unit )</li> <li>Hazardous waste generation</li> <li>Radioactive waste generation</li> </ul>	
<b>3. Operational Controls (technological, operational, procedural operating criteria):</b> <ul style="list-style-type: none"> <li>Secondary containment of stored or process chemicals where appropriate</li> <li><a href="#">OPM 8.20</a>, Handling and Disposal of Hazardous Waste</li> <li><a href="#">OPM 8.20.2</a>, Disposal of Radioactive Waste</li> <li><a href="#">OPM 8.22</a>, Handling and Disposal of Non-Hazardous and Recyclable Solid Waste</li> <li><a href="#">OPM 2.28</a>, C-A Procedure for Work Planning and Control for Operations</li> <li>Satellite Accumulation Area for waste</li> <li>Flammable chemical storage cabinets</li> <li>Chemical Management System</li> <li>Tier I program and self-assessments</li> </ul>	
<b>4. Maintenance Plan(s):</b> Quarterly maintenance by Plant Engineering of vacuum exhaust unit in 922	
<b>5. Actions to be Taken if Control Fail:</b> <ul style="list-style-type: none"> <li>Call spill response hotline – 2222 or 911</li> <li>See <a href="#">C-A OPM 3.0</a>, Local Emergency Plan for the C-A Department</li> </ul>	
<b>6. Records</b> <ul style="list-style-type: none"> <li>Tier I Inspection records / Tracking Database</li> <li>Operational Control Form</li> <li>Process Assessment Form / Corrective Action, P2 Measures, and Assessment, Prevention &amp; Control Initiatives Tracking Database</li> <li>C-A Family ATS documentation on completion of Environmental Management Program, Section 10 Tasks</li> <li>Logbook of solvent usage estimates for air emissions</li> <li>ORPS report (for qualifying liquid spill only)</li> <li>Satellite Area inspections records</li> </ul>	

**7. Responsibilities:** [(a) to ensure controls are in place; (b) to ensure controls keep working; (c) to take action when controls fail; (d) to create and keep records relative to operational controls

<b>Name</b>	<b>Responsibility</b>
Staff Shop Supervisors	Maintain spill control supplies, maintain records on which to estimate air emissions, ensure segregation of hazardous, radioactive or mixed waste (if applicable), CMS updates
Tier I Inspection Committee	Tier I documentation
C-A Waste Management Representative	Satellite Area inspections

**8. Training:**

<b>Name</b>	<b>Training</b>	<b>Date</b>
Staff Shop Supervisors	Hazardous Waste Generator Radioactive Waste Generator	N/A
Building Staff	See also: <a href="#">EMS Training package</a> for this operation	N/A